|  |
| --- |
| Ian Merritt  488 S 1300 W Provo, Ut 84601 · (801) 473-1745  Ian.m.merritt@me.com · linkedin.com/in/immerritt/ |
| I am currently going to school full time working towards a Full-Stack Web Development degree and will resume my pursuit towards earning a Bachelor’s Degree in Computer Engineering after my graduation from Bottega University. |

# Experience

|  |
| --- |
| 2019 – 2022Accounts Receivable, Red Mountain Wholesale  * Promoted to Accounts Receivable department and Main Office Clerk. * Arrived early to create invoices in NetSuite from sales orders and made sure all deliveries were accounted for before drivers began their routes. * Made sure inventory was correctly fulfilled on all invoices. * Kept accounts financially up to date and contacted delinquent accounts to schedule payments and issued credits that might accompany the invoices. * Responsible for daily bank deposits. * Customer care/service. |
| 2015 – 2019Sales, Red Mountain Wholesale  * Warehouse work. * Gathering and saving product for customers. * Sales order creation with customers in person and over the phone. * Customer care/service. * Product and event advice. * New product care and handling education. |
| 2014 – 2015Supervisor, taco time restaurantOver employees on shift.Kept food restocked and cooked.Closing responsibilities.Point of sale register.Customer care. |
|  |

# Education

|  |
| --- |
| 2022 - 2023Fullstack web development – pre grad, Bottega university Online Web Development school – Part time full stack with JavaScript, Python and React. |
| 2018 - 2021Computer Engineering – Pre grad, Utah Valley University Currently taking a financial break to pursue a coding degree. 2010Medical Assisting, Mountainland Applied Technology College (matc)2004 - 2008 **HIGH SCHOOL DIPLOMA,** PROVO HIGH SCHOOL |

# Skills

|  |  |
| --- | --- |
| * Microsoft Office * Customer Care * Debt Collection * Teamwork * Data Enty | * Problem Solving * Adaptability * Accounts Receivable * NetSuite * Html and CSS Coding |

# References

* **GARY MERRITT,** SALES MANAGER @ RED MOUNTAIN WHOLESALE – (801) 471-1608
* **JANE LINK,** MANAGER @ THE HOUSE THAT LARS BUILT – (801) 471 – 1648
* **ELI JOHNSON,** MECHANICAL ENGINEER @ LION ENERGY – (801) 850-3381